

Navigating the Commercial Project Permit Process

How does my project obtain the necessary commercial building and civil engineering permits?

The commercial project permitting process occurs once all construction plans have been reviewed and approved. Generally, on each commercial project a minimum of two permits, a building permit and a civil engineering permit, are needed to initiate new construction work. The checklist and the information contained in this brochure are intended to assist the owner/ developer, design team and contractor in navigating the two-part permitting process.

Building Permit Checklist

- ☐ Building Permit application on file
- ☐ Building and Development fees assessed
- ☐ Water meter billing address on file
- ☐ Contractor information on file
- ☐ Special inspection form on file

All commercial project building permits are obtained through the Planning and Development Department customer service counter at 215 East Buffalo Street, Chandler. The following must be in order to secure a building permit.

Fee Assessment

The approved building plans and completed building permit application are used to assess the building permit fees. Staff in the Planning and Development Department and the Public Works Department prepares these fees. For further information contact your Development Project Administrator at **(480) 782-3000**.

Billing Information

Water meter billing address information must be provided during the building permit preparation process. The building construction permit representative will contact the applicant to obtain this information.

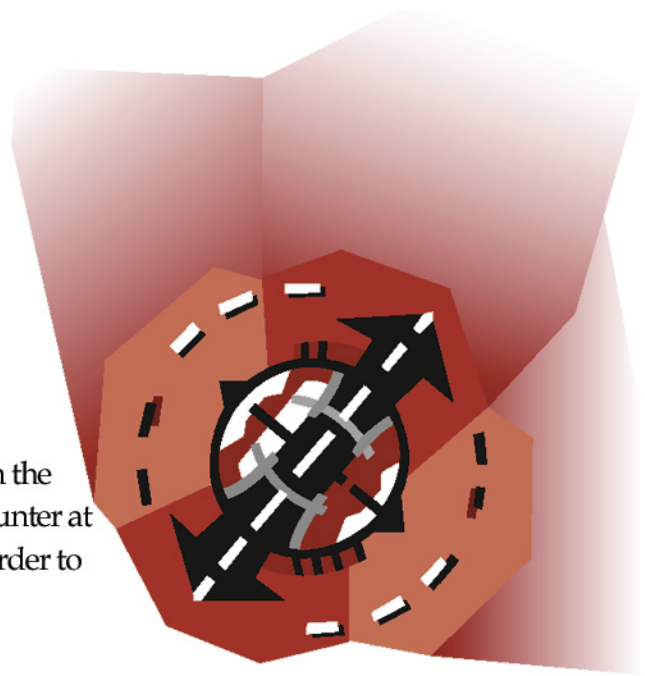
Contractor Information

Contractor information is requested during the permit preparation process. The building construction permit representative will contact the contractor and ask for the below information which must be verified before the permit is issued.

- ✓ State of Arizona Bond Certificate Exemption form
- ✓ State of Arizona and City of Chandler business license numbers
- ✓ State of Arizona contractors license number

Special Inspections Form

Special Inspection forms may be required on the project. The need for special inspections is identified during the building plan review process. These signed and sealed forms must be on file before the permit is issued.



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When the permit is ready for issuance, the building construction permit representative will contact the applicant and provide the permit fee amount. ALL building permit fees must be paid when the building permit is obtained.

Civil Improvements Permit Checklist

- ☐ Off-site Encroachment Permit application on file
- ☐ Street Cut application on file
- ☐ Certificate of Quantities form on file
- ☐ Off-site Construction Estimate form on file
- ☐ Performance Bond amount provided
- ☐ Performance Bond submitted
- ☐ Performance Bond approved
- ☐ Certificate of Insurance submitted
- ☐ Certificate of Insurance approved
- ☐ Contractor Information provided
- ☐ Underground fireline contractor on approved list

All commercial project civil engineering permits are obtained through the Planning and Development Department customer service counter at 215 East Buffalo Street, Chandler. The following must be in order to secure a civil engineering permit.

Civil Improvements/Encroachment Permit Application

This application is the basis for the civil improvements permit. It is what enables the contractor to begin work.

Street Cut Application

This application and 3 copies of the street cut plans must be submitted for review. The plans must be signed and sealed by the design engineer. Allow a minimum of 2 weeks for processing.

Certificate of Quantities form

The civil engineering construction permit representative uses this form to calculate the civil permit fee. It must be completed, signed and sealed by the design engineer and submitted for review and approval during the civil plan review process.

Performance Bond

A performance bond is necessary whenever a private developer makes public improvements. Public Works staff calculates the performance bond amount and provides this information to the applicant. The completed performance bond form must be submitted at the Public Works Customer Service Counter, 215 E. Buffalo St., Chandler. For further information regarding performance bonds contact **(480) 782-3336**.

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Certificate of Insurance form

This form is required of any contractor who works in the public right-of-way. Before a permit is authorized, this form must be on file in the Public Works Department. The certificate must contain the project name, liability amounts, and list the City of Chandler as an additional insured. For further information regarding insurance requirements contact Public Works staff at **(480) 782-3336**.

Contractor Information

Contractor information is requested during the permit preparation process. The civil engineering construction permit representative works with the contractor to obtain the following information, which must be verified before the permit is issued.

- ✓ State of Arizona and City of Chandler business license numbers
- ✓ State of Arizona contractors license number
- ✓ Underground fireline contractor, if applicable

When the permit is ready for issuance, the civil engineering construction permit representative will contact the applicant and provide the permit fee amount. ALL permit fees must be paid when the civil permit is obtained.

For further assistance contact the Development Project Administrator assigned to the project by calling **(480) 782-3000**.